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Policies & Procedures - Appointments, Status, Transfers, Separations and Personnel Settlements

Policy:

This policy sets forth the policies and procedures for the various types of appointments and separations within the college, pursuant to regulations of the State Office of Human Resources.

Statements of Policy:

1. Appointments shall only be made to positions that have established and classified in accordance with the provisions of the Classification Plan and the pertinent policies and procedures of the Budget and Control Board in the case of unclassified positions.
2. An established position shall be filled by one of the following types of appointments:
 - a) Original
 - b) Promotion
 - c) Demotion
 - d) Reassignment
 - e) Transfer
3. An employee shall be paid in accordance with those policies and procedures established by the Budget and Control Board in the case of unclassified positions and the provisions of the Pay Plan policy.
4. Upon appointment to an established position, an employee shall be given one of the following types of status:
 - a) Probationary
 - b) Temporary
 - c) Permanent
 - d) Trainee
 - e) Trial
5. When a position receives a state classification title change without a change in salary band, the employee shall retain the same status as held under the old classification title.
6. An employee shall not attain permanent status in a classification until legally appointed in accordance with the provisions of this section and those other applicable

procedures of the Budget and Control Board, and until the employee has completed the required probationary or trial period in that classification.

7. Persons with disabilities shall be given equal consideration for appointments to positions for which they are qualified.
8. No person shall be appointed to, or separated from, a position because of race, sex, age, national origin, religion, disability, political affiliations or opinions. Discrimination on the basis of age in employment is prohibited except where specified age requirements are stated as part of the official class specifications.
9. Any employee appointed to an established permanent position at The Citadel must meet the minimum training and experience requirements established in the specification for the classification to which appointed, unless the employee is appointed to a trainee status or the State Human Resources Director has approved any equivalency to the required training and experience established for the classification.
10. No public official, public member, or public employee may cause the employment, appointment, promotion, reassignment, transfer, or advancement of a family member to a state or local office or position in which the public official, public member, or public employee supervises or manages. Family member means an individual who is (a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild; or (b) a member of the individual's immediate family. Immediate family is defined as follows:
 - a) a child residing in a candidate's, public official's, public member's, or public employee's household;
 - b) a spouse of a candidate, public official, public member, or public employee; or
 - c) an individual claimed by the candidate, public official, public member, or public employee or the candidate's, public official's, or public employee's spouse as a dependent for income tax purposes.

Original Appointments:

1. Upon receiving an original appointment, an employee shall be given status in accordance with the following:
 - a) Probationary Status – An employee appointed to fill an established permanent position on a full-time or part-time basis shall be given probationary status when appointment to a position is made by The Citadel. Appointment is made after determining that the applicant meets the minimum training and experience requirements and all other established standards.
 - b) Temporary Status – An employee appointed on a full-time or part-time basis shall be given temporary status when:
 - (1) The appointment is to a non-permanent position for a period not to exceed one (1) year. It may be used for seasonal or intermittent work during any twelve (12) month period.

- (2) The appointment, not to exceed one (1) year, is to replace an employee in a permanent position granted a leave of absence. Appointment is made after determining that the applicant meets the minimum training and experience requirements.
 - (3) The appointment, not to exceed one (1) year, is to a non-permanent position with duties and responsibilities comparable to those of a permanent classified position. Appointment is made after determining that the applicant meets the minimum training and experience requirements.
2. Trainee Status – An employee appointed to fill a position on a full-time or part-time basis shall be in a trainee status for a period not to exceed twelve (12) months when he does not meet the minimum training and experience requirements for the class to which appointed and when there are no qualified applicants available. Appointment is made after written justification is submitted to and prior approval granted by the State Human Resources Director.
3. Trial Status – An employee is given trial status when promoted, transferred, reassigned, reclassified or demoted to a classification in which the employee does not hold permanent status.
4. An employee who does not have permanent status may be terminated at any time without the right to appeal to the State Employee Grievance Committee when serving in probationary, temporary, or other non-permanent status.
5. An employee who is given an original appointment in classified service and is demoted for non-disciplinary reasons prior to attaining permanent status shall be given a new original appointment in the lower class, and the employee's new salary and performance review date will be established in accordance with Pay Plan and the Employee Performance Management System respectively. At Director of Human Resources discretion, the previous successful service in the higher class may be counted toward the probationary period.

Covered Status:

1. An employee appointed with probationary status shall normally be required to serve a probationary period of twelve (12) months for non-instructional personnel and the academic year or instructional personnel except for those at state technical colleges, or of not more than two (2) full academic years' duration for faculty at state technical colleges. The probationary period may not be extended.
2. An employee shall not attain permanent status in a class while serving in temporary or trainee status. All continuous satisfactory service with any of these types of status may, at the discretion of the agency head, be counted toward the completion of the required probationary period for a position to which the employee eventually receives a permanent appointment.
3. Part-time employees shall attain permanent status in the same manner as full-time employees.
4. Insofar as grievance rights are concerned (for termination, suspension, demotion,

etc.) permanent status, once attained, shall be retained throughout the period of continuous employment in the state service.

Promotion Appointment:

1. An employee shall be given a promotional appointment when the employee is moved from a position in one class to a position in another class having a greater degree of responsibility and a higher state salary range.
2. When an employee who has not attained permanent status in any position is promoted, the employee shall be given a promotion appointment in the higher class in the same manner as prescribed for original appointments. At the discretion of the agency head, all continuous satisfactory service in the previous position may be counted toward the completion of the required probationary period for the position to which the employee is promoted.
3. Upon promotion, an employee shall be given probationary, trial, or trainee status in the same manner as prescribed in section B-3 of this policy.
4. An employee with permanent status who is promoted shall be required to serve a trial period of six (6) months in the higher class. This period may be extended by the Director of Human Resources up to ninety (90) days for performance reasons, if the employee has been notified in writing of the extension prior to the end of the six (6) months trial period.
5. An employee who is promoted may be demoted to the class from which promoted or to a class of comparable band to or higher than the one from which promoted anytime prior to attaining permanent status in the higher class without having the right to appeal to the State Employee Grievance Committee.

Demotion Appointments:

1. An employee shall be given a demotion appointment when the employee is moved from a position in one class to a position in another class having a lesser degree of responsibility and a lower state salary range.
2. When an employee who has not attained permanent status is demoted, the employee shall be given a demotion appointment in the lower class in the same manner prescribed for original appointments. At the Director of Human Resources' discretion, all continuous satisfactory service in the previous position may be counted toward the probationary period in the new position.
3. Upon demotion, an employee shall be given probationary, trial, or trainee status in the same manner prescribed in section B-3 of this policy.
4. An employee who has not attained permanent status in any class and is given a demotion appointment to a lower class shall not have the right to appeal the demotion to the State Employee Grievance Committee.
5. An employee with permanent status who is given a demotion appointment to a lower

class shall have the right to appeal such action to the State Employee Grievance Committee, unless the demotion is voluntary on the part of the employee and the employee signs a statement to that effect.

Transfer Appointments:

1. An employee shall be given a reassignment appointment when moved within The Citadel from one position to another position having the same state salary range, or when the employee's position is moved without requiring reclassification. An employee shall be given a transfer appointment when moved to a different agency from one position to another position having the same state salary range, or when the employee's position is moved from one agency to another agency without requiring reclassification.
2. If an employee who has not attained permanent status is reassigned or transferred, the probationary period served in the previous position may be credited toward the probationary period in the new position at the discretion of the Director of Human Resources.
3. An employee with permanent status who is given a reassignment or transfer appointment to a different position in the same class shall retain permanent status upon assignment to the new position.
4. An employee with permanent status who is involuntarily transferred/reassigned may have appeal rights as provided by the State Employee Grievance Procedure Act.

Separations:

1. Resignations – an employee who resigns should submit the resignation in writing. Resignations should be submitted to provide a minimum of two (2) weeks notice. A resignation to accept employment in another state agency does not constitute a break in service unless the employee receives a lump sum payment for accrued annual leave or unless fifteen (15) calendar days without pay expire before the employee reports to the new agency. An employee who resigns may not rescind a resignation unless the supervising Vice President agrees to the rescission. Any employee who voluntarily submits a written resignation shall not have the right of appeal to the State Employee Grievance Committee.
2. Termination During Probationary Period – An employee who is terminated during the probationary period does not have the right of appeal to the State Employee Grievance Committee.
3. Dismissals:
 - a) A dismissal is the action taken by the appointing authority against an employee to separate the employee from The Citadel.
 - b) An appointing authority may dismiss any employee for cause.
 - c) A dismissal action taken against an employee for habitual drunkenness shall be in accordance with the state statute on alcoholism.

- d) An employee who has permanent status shall have the right to appeal a dismissal to the State Employee Grievance Committee.
- e) All dismissal notices shall be in writing and submitted to the employee stating the reason for the dismissal.

Reduction In Force:

1. The reduction-in-force policy is designed to be fair and equitable to all employees without regard to race, color, religion, sex, age, national origin, disability, or veteran status.
2. A reduction-in-force may require the separation of all or part of the employees of The Citadel, or it may require the separation of some and the reassignment of others. A reduction-in-force may be temporary or permanent. Some reductions may not require involuntary separations if they can be accomplished through transfer, reassignment, reorganization, or normal attrition.
3. Any reduction-in-force procedure will be based on continuous state service and job performance.
4. Any permanent status employee affected by reduction-in-force shall have bumping rights with the competitive area.
5. An employee who competes in a reduction -in-force while on authorized leave shall retain the same status as if the employee had been active in the position at the time of the reduction-in-force.
6. Management Responsibility:
 - a) Planning the work program and organizing the work force to accomplish The Citadel's objectives within available resources are management responsibilities.
 - b) The administration must decide what positions are required, where they are to be located, and when they are to be filled, abolished or vacated.
7. An employee whose job performance or conduct is not satisfactory will be separated by the appropriate method rather than by use of this policy.
8. An employee adversely affected by a reduction-in-force may appeal the action through The Citadel's Grievance policy only if the grievance is based on inconsistent or improper application of a reduction-in-force policy, procedure or plan.

Approval of Personnel Settlement:

1. It is the policy of the State Budget and Control Board that settlement proposals be presented to the Board for approval as outlined in the following:

- a) In all situations where a settlement has not been negotiated or approved by the Office of the Attorney General under a plan approved by the Office of the Attorney General.
 - b) In all personnel-related matters, excluding Workers' Compensation, Unemployment compensation, or South Carolina Human affairs Commission cases, after review and recommendation by the State Human Resources Director.
 - c) In all other situations where specific approval of the Budget and Control Board would be necessary to disburse funds mentioned under the settlement proposal.
2. All settlement proposals shall contain such information as the Budget and Control Board or its designee specifies.

Procedure:

Recruitment:

1. The recruitment of non-academic employees is the responsibility of the Human Resources Department.
2. Recruitment for and appointment to classified positions will be undertaken only for positions that have been approved, budgeted and classified in accordance with the Classification and Compensation policy. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations.
3. All classified position vacancies for which recruitment is taking place, whether newly established or vacated, must be listed with the Human Resources Department. Vacancies must be filled with applicants referred by the Human Resources Department.
4. Vacancies must be listed with the Human Resources Department even if it seems likely that a vacancy will be filled by a promotion or transfer from within the department. Due consideration must be given to all qualified applicants referred by the Human Resources Department.
5. Recruitment Sources:
 - a) In order to attract a broad range of qualified applicants, the Human Resources Department will use a variety of recruitment sources to publicize employment opportunities at The Citadel. Those sources may include but are not limited to:
 - (1) Dial-a-Job announces job vacancies through a telephone voice response system which states a description of the duties and minimum qualifications. Dial-a-Job operates seven days a week, 24 hours a day and is updated each Wednesday afternoon. The telephone number is (843)953-5115.
 - (2) Bulletin board located in the Human Resources Department and electronic message to all employees with e-mail address.

- (3) Listing with Job Service Offices.
- (4) Listing with State Human Resources Department.
- (5) Upon request, classified advertisements in newspapers, professional journals and specialty publications.
- (6) Listing on The Citadel's world wide web page.

Advertising Positions:

1. All position vacancies must be advertised on Dial-a-Job, The Citadel's world wide web page, posted on the Human Resources bulletin board and with Job Services.
2. In addition to the advertising listed above, departments may wish to advertise in journals, newspapers and specialty publications.
3. All advertisements must carry the statement that "THE CITADEL IS AN AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER, ACTIVELY COMMITTED TO ENSURING DIVERSITY IN ALL CAMPUS EMPLOYMENT." 4. If training and/or experience requirements change after the position has been advertised, the position must be advertised again with the new requirements.

Receipt of Applications:

1. A person who wishes to apply for employment with The Citadel should review the current job vacancies to determine whether there is a vacancy which meets his or her qualifications and interests. The Human Resources Department will assist the potential applicant by answering questions, discussing position information and describing the employment procedures.
2. In order to be considered for employment, an applicant must complete an official Citadel employment application. Applications must be made for a currently posted job. Applications must be received by 5:00 p.m. on the application deadline date in order to be part of the applicant pool.
3. Applications for employment, resumes, oral or written inquiries or placement credentials which are received directly by departments are not valid applications for employment.

Screening of Applications:

1. Screening of applications is conducted by the Human Resources staff.
2. The screening process is conducted, within the established education, training and experience requirements for each job, in order to determine which applicants possess the qualifications that meet or exceed the specified advertised requirements.
3. Applicants who do not meet the advertised requirements will not be referred to the department for consideration.
4. The Director of Affirmative Action will meet with the hiring official to discuss the EEO goals for the department prior to interviews.

Referral:

1. Following the screening of each applicant's qualifications, the Human Resources Department will refer to the hiring department those applicants determined qualified to perform the job based on the information available.
2. Hiring officials should interview only those applicants referred by the Human Resources staff.

The Departmental Interview:

1. The interview serves the following purposes:
 - a) It provides the interviewer an opportunity to give applicants detailed information about the specific duties and responsibilities of the position.
 - b) It provides applicants the opportunity to describe their qualifications in relation to the position's duties and responsibilities.
2. Information solicited during an interview or information solicited outside of the interview about an applicant must be relevant to the duties and responsibilities of the position without reference to race, color, national origin, sex, age, disability, marital or family status, unless any such consideration is unquestionably job-related and non-discriminatory in effect.
3. The hiring official must interview a reasonable number of applicants referred by the Human Resources staff. Those interviewed should be the most qualified of the applicants referred.
4. When the hiring official has determined the final candidate for the position, the hiring official should attempt to verify each applicant's education, past work and training experience. The Human Resources Department will assist in the verification of credentials if requested to do so by the hiring official.

Selection:

1. The person to whom the position is offered must be selected only from those applicants referred by the Human Resources staff.
2. Final selection must be made on the basis of the position requirements and the qualifications of the applicant to perform the duties of the position.
3. No applicant should be selected solely on the basis of race, color, national origin, religion, sex, disability, marital or family status, appearance, veteran status or age. However, when selecting from among similarly qualified applicants for a position in a department or job category in which women or minorities are underutilized, the College's affirmative action goals should be considered as one factor in the selection process.

4. The department should inform the Human Resources Department of selection of applicant for the position. All job offers are made by the Human Resources Department.
5. Once an official job offer has been made and the applicant has accepted the position, the Human Resources Department will notify the department. Questions about this policy should be addressed to the Human Resources Department.